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4 April 1960

MEMORANDUM FOR: COS
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CPP

SUBJECT: Records Management Program

REFERENCES: (a) Administrative Memorandum 8.001
(b) CIA Administrative Instruction [redacted]

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1. It is expected that an inventory of all OPC files will be started in the near future. This action will be the first major step in inaugurating the OPC records management program. Among other things, this inventory will furnish information essential for the following:

- a. Disposition of records no longer needed.
- b. The office of record for each type of material now filed in OPC.
- c. The identification of vital documents and their safe storage.
- d. The applicability of machine methods to OPC record-keeping functions.
- e. Proper utilization of filing equipment.

2. It is essential that each Division, Branch and Staff element within OPC immediately designate its Records Officer to handle, in addition to his regular duties, those matters coming under the purview of records management. The names and organizations of the individuals so appointed should be forwarded immediately by memorandum to ROS.

3. Upon receipt of the information requested in para; 2 above, ROS will proceed with arrangements for the training of the Records Officers during which additional information concerning the records inventory will be circulated.

/s/

[redacted]

Executive Officer

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